

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR  
ELEMENTARY PRINCIPAL (GRADES K-8)**

**I. PROFESSIONAL REQUIREMENTS:**

A certificate, valid for a period of five (5) years from the effective date on the certificate, will be issued to applicants meeting the following requirements:

**A. One (1) of the following:**

1. A permanent or professional Missouri certificate of license to teach;

**OR**

1. A baccalaureate degree from a state-approved teacher preparation program;
2. A recommendation from the designated certification official from a state-approved teacher preparation program which is included on the Application for Initial Missouri Teaching Certificate; and
3. Achieve a score equal to or greater than the Missouri qualifying score on the assessment designated by the State Board of Education for initial certification;

**B. A minimum of two (2) years teaching experience approved by the Department of Elementary and Secondary Education;**

**C. Successful completion of the building-level administrator's assessment designated by the State Board of Education;**

**D. Completion of a course in Psychology and Education of the Exceptional Child;**

**E. Completion of a master's degree in educational administration, or in a certifiable area recognized in Missouri, from a college/university meeting approval of the Missouri Department of Elementary and Secondary Education;**

**F. Recommendation for certification from the designated official of a college/university approved by the Missouri Department of Elementary and Secondary Education. This recommendation which is included on the Application for Principal Certificate shall be based upon the completion of a planned program for preparation of elementary principals which includes at least twenty-four (24) semester hours of approved graduate credit in education courses focused upon administration and supervision of the elementary school. The approved graduate credit shall include:**

1. Specific courses (must be separate graduate courses of at least two (2) semester hours):
  - a. Foundation of educational administration;
  - b. Elementary administration;
  - c. Elementary curriculum; and
  - d. School supervision;
2. Directed field experiences in elementary administration of at least two (2) semester hours; and
3. Knowledge and/or competency in each of the following areas:
  - a. Instructional management systems;
  - b. School law;
  - c. Teaching/learning processes;
  - d. Public relations;
  - e. Educational measurements;
  - f. Student discipline;
  - g. School business and facilities management;
  - h. Evaluation of teachers;
  - i. Administration and coordination of school activities programs;
  - j. Instruction in communication skills (reading, writing, spelling, listening, and speaking); and

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- k.** Administration and coordination of special programs and services.

**NOTE:** Missouri requires the completion of a master's degree with a major emphasis in educational administration from an approved college or university. Missouri also requires the recommendation for certification from the designated recommending official of an approved college or university. This recommendation must be part of the Application for Principal's Certificate. Therefore, we are not able to evaluate transcripts for Administrative certificates. Completion of all course work and a graduate program must be verified by official transcripts from the college/university.

## **II. RENEWAL OF CERTIFICATE:**

The principal's initial certificate may be renewed only one (1) time for five (5) years by earning fifteen (15) graduate semester hours toward a two (2)-year graduate program for elementary principals approved by the Missouri Department of Elementary and Secondary Education. The designated official of the college or university with the approved program shall certify compliance of the requirements. **All requirements for the Advanced Elementary Principal's certificate must be met by the end of the renewal period to upgrade the certificate.**